

SCHOOL HEALTH SERVICES PROGRAM PROGRAM MANUAL



SECTION 3 PROVIDER ENROLLMENT

Section 3: Provider Enrollment

School districts that participate in the [School Health Services \(SHS\) Program](#) must be organized as a district under Colorado law for the purpose of providing free public education, including special education and related services to children with disabilities. A district is defined as a public school district, Board of Cooperative Educational Services (BOCES) or a State educational institution that serves students in kindergarten through the twelfth grade.

To become enrolled in the SHS Program, a district must have a Local Services Plan (LSP) approved by the [Colorado Department of Education \(CDE\)](#), a contract with the [Department of Health Care Policy and Financing \(the Department\)](#), and enroll as a Medicaid provider in the Medical Assistance Program.

3.1 Local Services Plan (LSP)

Participating districts are required to develop a LSP based on community input and priorities to determine how Medicaid reimbursement funds they receive shall be spent. The LSP outlines how reimbursed funds will be utilized to enhance or expand the availability of health services to students in the district. Required elements of the plan include:

- Assessment of the health needs of students, including a targeted needs assessment for uninsured and underinsured students;
- Solicitation of input from members of the community to determine local health priorities;
- Estimation of the amount of reimbursement that will be available;
- Description and listing of the expanded or new health services to be provided;
- Description of how funds are to be allocated for these health services; and
- Establishment of procedures for monitoring and reporting the delivery of these health services.

Information about the LSP can be found on the CDE website at:
<http://www.cde.state.co.us/cdesped/medicaid.asp>

3.2 School Health Services Program Contract

After the LSP has been approved, the Department drafts a contract for the district outlining the program requirements and reimbursement factors.

The contract allows a participating district to seek interim payments for providing school health services through a claims submission process and to receive final reimbursement through a cost settlement process involving a cost report of financial expenditures (refer to **Section 5 and 6**). Federal funds are intended to enhance or expand the availability of health services to children as described in the district LSP. The funds should not be used to fund services the district is required to deliver under federal or state law.

Information on the SHS Program can be found at:
<http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1251574774761>

3.3 Medicaid Provider Enrollment

During the contract process, the district must submit a provider enrollment packet to the Colorado Medical Assistance Program to obtain a Medicaid provider identification number and gain access to the Medicaid Management Information System (MMIS) for claims submissions.

Information on provider enrollment can be found at 1-800-237-0757 or <http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1197969485906>